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**Proposed "Ground Rules" for the CalFed
Development Team Process
September 24, 1999**

Introduction

The following are suggested ground rules for the meetings and process of the Development Team. These are not intended to be constraining or overly formal, but rather to give us simple set of operating procedures to help us save time, stay on track in this abbreviated time frame and reach agreements efficiently.

Development Team Membership and Attendance

1. Development Team members have been selected because of their expertise and their ability to represent key stakeholder interests. Team members are expected to represent their agency/group/constituency and provide feedback to and from their respective group(s).
2. Development Team members are expected to attend each meeting or provide one alternate to participate in each meeting. Meetings are generally scheduled from 1 PM to 5 PM every Tuesday from September 21 through December 21, 1999 (the October 4th meeting is an exception). Additional meetings may be scheduled from time to time, or meetings may be cancelled.
3. Sub-groups of the Development Team may be formed on an as needed basis and meet as needed.
4. Meetings are open to the public. Given the extreme time pressure of the process, public members can directly participate only during the public comment portion of the agenda.
5. The two co-chairs (Director of the California Department of Water Resources and Director of the U.S. Fish and Wildlife Service) or their alternates will serve as chairs of the overall process and at each meeting.

Conduct of Meetings

1. Every meeting will have an agenda with specific times for each item. Draft agendas will be developed by CalFed staff prior to each meeting in consultation with the co-chairs. At the start of each meeting, the Development Team can agree to modify or accept the agenda and times. At the end of each meeting, items for next meetings agenda will be identified.

2. Each meeting will have a time set aside for public comment.
3. The co-chairs will run each meeting with assistance from a facilitator. Co-chairs will generally open each item and determine how the item will be handled with respect to technical presentations, discussion times and decisions. The facilitator will then moderate the discussion for the item. Members of the Development Team will speak in the order recognized by the co-chairs or facilitator.
4. Development Team members will keep their remarks concise and directed to the item under discussion. Recognizing members' busy schedules and the short time frame, members should avoid redundant remarks. The co-chairs or facilitator may from time to time curtail a speaker and postpone his/her point to an up-coming agenda item or a subsequent meeting. New issues that emerge that need to be addressed at subsequent meetings will be noted in the wall notes.
5. The facilitator will record key decisions and discussion points on wall charts to keep track of each meeting. These will form the basis for summing up agreements, action items and future agenda items, as well as summary action notes. The summary action notes will be distributed to each Development Team member at or prior to the next meeting. These notes are not meant to be word-crafted at subsequent meetings; edits and errors should be given in writing to CalFed staff for correction.

Agreements and Decision-Making

1. All agreements or decisions made by the Development Team are considered conditional depending on the overall package of findings, agreements and decisions. For example, the Team could reach tentative agreement on asset's and financing without agreeing fully on assurances of environmental or water supply benefit. If a full package can not be agreed upon, members are not bound by previous agreements.
2. Development Team members are encouraged to put forward tentative proposals that might later be withdrawn or modified. Members are encouraged to consider multiple options for resolving issues and questions that arise.
3. The Development Team will strive for unanimous consent; meaning that all members either agree or that most members agree and no one is willing to block or impede the decision. The Development Team recognizes that it is not likely to agree on all issues. When a proposal or recommendation is in dispute after adequate debate and various alternatives have been tried, the following procedure will be used:

- The co-chairs will call for a straw vote. If the proposal receives a 60% majority or higher (of members present) it will be assumed to be a tentative agreement with a minority view. The majority and minority view will be captured in the notes and forwarded on to decision-makers. If the proposal fails to receive a 60% vote, it will not become an agreement. Either the issue will be tabled, more discussion will occur or additional information developed.

(Note: There are a number of options we could use here. We could go to straight majority vote. We could skip the vote and simply agree to disagree on items and record the different positions. Or, we could go to a system, where a member either votes yes, not in favor but will not block, or veto/block. The simpler system outlined above may be adequate.)